

October 23, 1997

**ANNUAL REPORT OF COMPLIANCE WITH
FREEDOM OF INFORMATION ACT (FOIA) (RCS 72-0408)**

- 1. PURPOSE:** This Veterans Health Administration (VHA) Directive solicits information on Freedom of Information Act (FOIA) activities for a 9-month portion of calendar year (CY) 1997 to include **January 1 through September 30, 1997**. The remaining months of CY 97 will be captured under new electronic FOIA reporting requirements on a fiscal year basis. This information will be used to compile the Department's annual FOIA report to Congress.
- 2. BACKGROUND:** Title 5, United States Code (U.S.C.) 552 (FOIA), requires the Department of Veterans Affairs (VA) to provide Congress a detailed annual report on or before March 1 of each year. The report covers specific aspects of the Department's administration of the Act during the prior calendar year.
- 3. POLICY:** The instructions for preparing the annual report are included in VA Manual MP-1, Part II, Chapter 35 "Annual Report of Compliance with Freedom of Information Act."
- 4. ACTION:** VHA health care facilities, network offices and other outlying VHA components will submit annual FOIA reports to the VHA FOIA Officer (161F) in VHA Headquarters. These submissions will then be combined with VHA headquarters data and a total report for VHA will be submitted for inclusion in the Departmental report to Congress. Historically, the facility FOIA Officer has been the Chief, Medical Administration Service. Attachment A to this directive provides a listing of those persons identified at each facility as being the current FOIA Officer. Please update the name of your FOIA Officer in your annual report submission, if necessary.
 - a. Each VHA facility will prepare and submit a report of FOIA activity for January through September 1997, using VA Form 4943, Annual Report of Compliance with FOIA. The form and instructions are Attachment B to this directive. Be sure to complete items 2A through 12C. Do not leave spaces blank. If you have no information, place a zero or "NA" in the blank. Be sure the person designated in item 2D is accurate.
 - b. The reports should be submitted by cover memo signed by the facility director. The reports are to be mailed or telefaxed to: VHA FOIA Officer (161F), VA Central Office, 810 Vermont Avenue, NW, Washington, DC 20420. The telefax number is FTS (202) 273-9609.
 - c. The reports are due in VA Central Office no later than December 1, 1997. Negative reports must be in writing.
 - d. Questions concerning the report may be addressed to Celia Winter at (202) 273-6274, or Linda Brakefield at (202) 273-6270, or e-mailed to wince@mail.va.gov.

THIS VHA DIRECTIVE EXPIRES DECEMBER 31, 1997

VHA DIRECTIVE 97-051
October 23, 1997

5. REFERENCES

- a. VA Manual MP-1, Part II, Chapter 35.
- b. Title 38, Code of Federal Regulations, Sections 1.550 through 1.559.
- c. VHA Manual M-1, Part I, Chapter 9.

6. FOLLOW-UP RESPONSIBILITY: The VHA FOIA Officer (161F), is responsible for the contents of this directive.

7. RESCISSION: This VHA directive will expire on December 31, 1997.

S/ by Thomas Garthwaite, M.D. for
Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

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ATTACHMENT A

Attachment A The FOIA/PA Officer's Roster is not available in this electronic document.

A copy is available for copying in the Under Secretary for Health's Library

Room 675EE, VA Central Office
810 Vermont Avenue NW
Washington DC 20420

ATTACHMENT B

Attachment B, VA Form 4943, is not available in this electronic document.

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